



GRETNA UNITED METHODIST CHURCH

Rental Agreements for Weddings and Other Celebratory Events

for non-members

(Sanctuary: up to 4 hours, including rehearsal)

Refundable Deposit* \$ 300

Sanctuary Rental \$1500

Choir Room \$ 200

Small Conference Room \$ 200

Cry Room \$ 100

Fellowship Hall \$ 500

Individual Classroom \$ 100 (each)

**Rental Rules are provided as a separate document. Please note that these prices are for 4 hours, including rehearsal. Additional hours must be approved by GUMC Wedding Coordinator and/or GUMC Trustee*

Formal Request

Name/Organization: _____

Full Address: _____

Cell Phone # _____ Work Phone # _____

Email Address: _____

Date of Event: ___/___/___ Time of Event: _____ AM / PM (circle one)

Renting Sanctuary / Fellowship Hall / Rooms from _____ AM/PM to _____ AM/PM (up to 4 hours)

Rooms Requested: _____

Reason for Use: _____

I and all persons in my party will abide by the Rental Rules that were provided to us in a separate document and will be held responsible for any and all damages caused to the facility during our event. I also understand that the 4 hours limit includes set up before and clean up after. After the 4 hour period we will vacate the premises. I understand that failure to comply with the Rental Rules may result in immediate cessation of facility usage, assessment of damage repair costs, requirement of a substantial damage deposit prior to subsequent usage and/or suspension of further usage privileges.

Signature of person/s responsible: _____ Date ___/___/___

PRINT NAME(S) _____

DEPOSIT PAID: _____ Date: ___/___/___

AMOUNT PAID: _____ Date: ___/___/___ Amount Due: _____

Payment Received by: _____ Title: _____

Action Required	ALLOW	DISALLOW	Date: ___/___/___
Authorized by: _____	Title: _____		
Estimated Usage Fee: _____			
SPECIAL ARRANGEMENTS: _____			

